

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **November 12, 2002**

AGENDA ITEM NO.: 8

CONSENT:

REGULAR: **X**

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Appropriate \$15,000 to complete addition to the Cemetery Center**

### RECOMMENDATION:

Appropriate \$15,000 to complete the addition to the Cemetery Center at the Old City Cemetery.

### SUMMARY:

The Old City Cemetery is requesting \$15,000 from the City in order to complete the addition to the Cemetery Center at the Old City Cemetery. The low bidder, Owen Construction and Renovation in Bedford, was \$40,000 over the \$126,000 allocated by City Council last June. To make up the \$40,000 shortfall, a \$25,000 verbal commitment has been received from a single donor, \$10,000 is anticipated to be raised during the Old Cemetery's annual Christmas appeal, and City Council is being asked to appropriate the remaining \$15,000. Construction is ready to begin, and it is important to have the work completed before early March, 2003, when the very busy visitor season begins.

### PRIOR ACTION(S):

November 5, 2002: Finance Committee Review

### BUDGET IMPACT:

\$15,000 from the General Fund Reserve for Contingencies

### CONTACT(S):

Jane B. White            847-1465

### ATTACHMENT(S):

- Resolution
- Letter requesting the \$15,000
- Financial Summary for the Project

REVIEWED BY: lkp

RESOLUTION

BE IT RESOLVED That \$15,000 is hereby appropriated from the General Fund Reserve for Contingencies to complete the addition to the Cemetery Center at the Old City Cemetery.

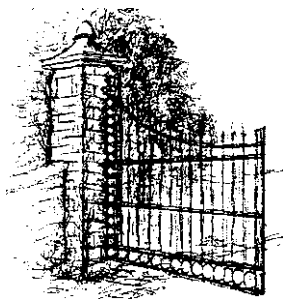
Introduced:

Adopted:

Certified:

\_\_\_\_\_  
Clerk of Council

216P



## OLD CITY CEMETERY

401 Taylor Street  
Lynchburg, Virginia 24501  
(434) 847.1465  
Fax: (434) 856-2004  
E-mail: [occ@gravegarden.org](mailto:occ@gravegarden.org)  
Website: [www.gravegarden.org](http://www.gravegarden.org)

A Virginia Historic Landmark  
on the  
National Register of  
Historic Places

### SOUTHERN MEMORIAL ASSOCIATION

Mina W. Wood  
*President*

Frances G. Kemper  
*Vice President*

Jessica B. Ward  
*Secretary*

Jane B. White  
*Treasurer*

### Community Board of Advisors

Lewis H. Averett, *ex officio*

Aubrey Barbour, *ex officio*

Buck Bradley

Tom Burford

Leslie M. Camm

Melanie Christian

Hal C. Craddock

Lynn L. Dodge, *ex officio*

Gloria P. Franklin

Gaynelle Hart, *ex officio*

Judi Harvey

Rusty Hicks

Charley Hurt

Nancy B. Marion

Randy Parr

Phillip Wayne Rhodes, *ex officio*

Kirk Schultz, *ex officio*

Parks H. Snead, Jr.

Marianne K. Storton

Vivian H. William

*Cemetery Director*

Jane B. White

*Administrative Assistant*

Kathy Wise

*Archivist & Curator*

Ted Delaney

October 30, 2002

To: Members of Lynchburg City Council  
From: Jane B. White  
Re: Request for additional funding - \$15,000

I am writing to update you on the status of our addition to the Cemetery Center at the Old City Cemetery and to request an additional \$15,000 funding for the project.

After many, many months of planning, re-designing, and trying to look into the future, our Architect, Parks Snead, Jr., and the Cemetery Board of Advisors Committee came up with a plan for a two-story 2,000 square foot addition. This was quite a bit larger than the preliminary sketch on which the Council appropriation was based.

As is always the case, realizing that there was physically no more room for future expansion, we altered our preliminary sketch done 15 months ago (820 square feet) to include the following spaces:

- (1) upstairs: three offices (director, secretary, archivist)  
a tiny hall kitchenette  
a tiny dressing area for our costumed tour docents  
a tiny space for office machines
- (2) Downstairs: a nice meeting room for 75 people  
stairway  
two small closet storage areas under steps
- (3) Alterations to our present public space by removing the partition wall and closet to become one larger public reception room.

The low bidder, Owen Construction and Renovation in Bedford, was \$40,000 over our \$126,000 allocation by City Council last June (see attached expenditure figures). Six other bids from larger contractors were significantly higher than Mr. Owen's.

We are ready for construction to begin and, in fact, feel rather urgent about it. It is vitally important to have this work completed before early March, 2003, when our very busy visitor season begins anew.

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October 30, 2002

We have authorized a contract with the builder for partial work to get us “under roof,” but for the addition to be built as designed the remaining work needs to be done in a timely sequence. So we desperately need the \$40,000 in funds now.

At this date, we have received a verbal commitment for \$25,000 from a single donor (the same Mrs. Nuttle who helped us complete the Brick Wall project with a \$40,000 gift). She has challenged us to raise a matching amount. We anticipate raising \$10,000 towards our furnishings and a contingency fund through our annual Christmas appeal.

We are asking City Council to appropriate the additional \$15,000 which, with Mrs. Nuttle’s gift and your earlier allocation, would enable us to complete the project, as designed, for \$77 per square foot, or \$160,000.

I don’t know whether this explanation is clear or not, but I am always available to answer your questions and appreciate your consideration for this urgent request.

Attachment: Financial Summary

**FINANCIAL SUMMARY**  
**FOR THE**  
**CEMETERY CENTER ADDITION PROJECT**  
**OCTOBER 30, 2002**

Cemetery Center currently houses museum of 19th-century mourning customs and Lucy Baber Research Library.

Addition to include three offices, kitchenette, and dressing room for docents (upstairs), and storage closets and meeting/exhibit room (downstairs).

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Original estimate of construction cost (prepared September 2001)	.\$126,000
City appropriation of funds, based on original estimates (May 2002)	. 126,000

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Architectural fees	5,000
Low bid, out of six contractors (October 15, 2002)	158,900
Contingency and furnishings	+ <u>10,000</u>
Total project cost	\$173,900

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	Total project cost	173,900
	City appropriation	- <u>126,000</u>
Fundraising goal		\$ <u>47,900</u>

Gift of matching funds challenged by donor	25,000
Funds to be raised by SMA through Christmas appeal	10,000
Possible additional City appropriation	+ <u>15,000</u>
Total additional funding	\$50,000

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If funding available:

Projected beginning of project--early November 2002

Projected completion of project--mid-March 2003